

## Montana Secretary of State RECORDS AND INFORMATION MANAGEMENT

RM<sub>3</sub>

<b>RECORDS</b>	RETENTION
SCHE	EDULE

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_ Modify: Replaces Schedule Nu	mbe
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Schedule Number/Program Code	
Effective Date	
Total No. of Pages in This Schedule	of

Submitted E	Зу:			S	shall be retained, tran deemed to have perm	sferred, destroye anent value, sha	d, or otherwise Il upon expiratio	disposed of in on of the retent	violation of the	uction for the following r is schedule. The record deemed to have no con ding case, claim or action	s covered tinuing us	by this	schedule State of	e, unless Montana	ı.
Agency Nar	me				sixty (60) days after th	ne period of reten	tion set forth. Th	nis schedule b	ecomes effect	tive on the date recorder te of Records Disposal,	d by the F	Records	and Info	rmation	
Program Na	ame			A	Approved by the M	ontana Histori	cal Society:								
Authorized	Pianatura			_ 7	Authorized Signatu	re								Date	
Authorized S	Signature														
Approved by	y the Legislative A	uditor:		A	Approved by the D	epartment of A	dministration	:							
Authorized S	Signature		Da	ate A	Authorized Signatu	re								Date	
Approved by	y the Attorney Ger	neral:		A	Approved by the Se	ecretary of Sta	te:								
Authorized S	Signature		Da	ate A	Authorized Signatu	re								Date	
Item	Form/Report	Records Series Title	E	ssenti	ial How R	etained	Rete	ntion (In Ye	ars)	Final		Di	sappro	val*	
Number	Number	(A Full Description of Each Item on Form RM-1 Must Accompa Schedule)	•	Record	d July- June	January- December	Office	Storage	Total	Disposition	LA	AG	HS	DA	SS
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<sup>\*</sup> Line item approval indicated unless noted in this column. If disapproved, refer to attached "Exception Report." Revised 11/05/2009

Item	Form/Report	Records Series Title	Essential	Essential         How Retained           Record         July- June         January- December		Retention (In Years)			Final	Disapproval*					
Number	Form/Report Number	Records Series Title (A Full Description of Each Item on Form RM-1 Must Accompany This Schedule)	Record			ry- ber Office Storage Total		Total	Disposition	LA	AG	HS	DA	SS	
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